



**ITU WTDC**  
**ADDISABABA2021**  
**REGIONAL PREPARATORY**  
**MEETING AFRICA**

29–30 March 2021

Join us online!  
[www.itu.int/go/RPM-AFR-21](http://www.itu.int/go/RPM-AFR-21)



## PRACTICAL INFORMATION

### Registration, access and participation

---

Each delegate interested in attending the meeting should complete and submit a [registration form that can be accessed here](#).

Delegates can register for the meeting using their ITU user account credentials (i.e. username and password). In case they do not have an ITU user account, they can create one by following the steps available [HERE](#). A User account with TIES access allows delegates to access ITU information resources including contributions and other working documents.

**Note:** For delegates who already created their user account when registering to previous events on this same system can still use the same account.

All registration requests for participation in RPM-AFR must be **validated by the Designated Focal Points (DFPs)** of administrations and entities entitled to participate. The list of Designated Focal Points is available [HERE](#). To modify the contact details of a Designated Focal Point or to change the Designated Focal Point, an official letter from an authorized official should be sent to the BDT Meetings Registration Service (by fax: +41 22 730 5545/+41 22 730 5484 or by e-mail to: [bdtmeetingsregistration@itu.int](mailto:bdtmeetingsregistration@itu.int)), providing the new DFP's last name, first name and e-mail address.

Membership is encouraged to consider gender balance when deciding their delegations to RPM-AFR.

### Interpretation

---

Participants to RPM-AFR are invited to select upon registration **by 12 February 2021**, the language they require interpretation in.

### Access to the virtual meeting room and captioning

---

Information to access the virtual meeting room will be provided to duly registered participants through a separate email.

Only those participants duly registered for the meeting will be able to access the virtual meeting room.

The standard captioning service will be provided through the virtual meeting room. For those participants wishing to access the captioning script directly, the link will be available at the [RPM-AFR webpage](#).

### Contributions to RPM-AFR

---

As per WTDC Resolution 1 (Rev. Buenos Aires, 2017), contributions should not exceed five pages and must be submitted using the online template available on the [RPM-AFR webpage](#).

Please attach the original “Word” version of your contribution to the online submission form to ensure that all hyperlinks, graphics and tables are correctly displayed.

In accordance with provision 13.2.2 of WTDC Resolution 1, contributions for RPMs must be received no later than 30 calendar days before the start of the event, that is by **27 February 2021 (2359 hours, Geneva time)**, in order to be translated for the meeting.

Contributions that do not meet this 30-day deadline but are received at least 14 calendar days before the opening of the meeting (i.e., by 15 March 2021) shall be published but not translated.

Contributions received less than 14 calendar days before the meeting shall not be included on the agenda.

### Documentation

---

All documents will be posted on the [website of RPM-AFR](#).

Delegates are asked to ensure that they have TIES access rights to be able to access the documents for the RPM-AFR through the website. Information on how to request TIES access rights can be found at : <http://www.itu.int/TIES/>

### Summary of deadlines

---

Date of RPM-AFR	Deadline to request interpretation (-45 days)	Deadline to submit contributions with guaranteed translation (-30 days)	Final deadline for submission of contributions without translation (-14 days)
29-30 March 2021	12 February 2021	27 February 2021	15 March 2021